

# DHS - DIV OF ADMINISTRATIVE SERVICES

## Enabling Laws

Act 27 First Extraordinary Session of 2003  
Arkansas Code 25-10-102

## History and Organization

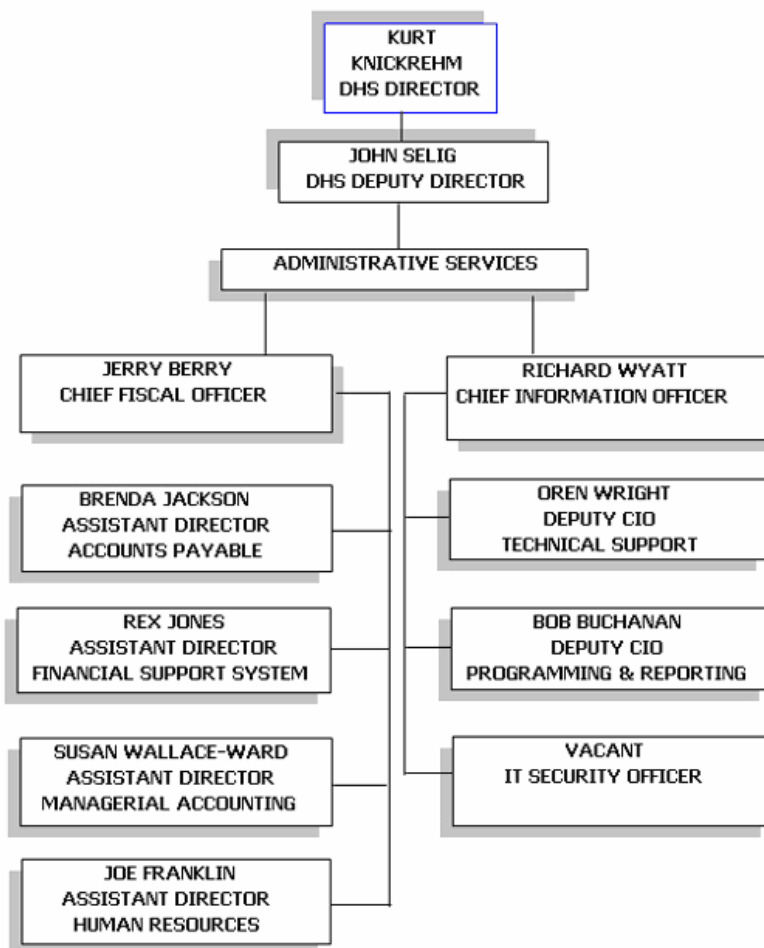
The Division of Administrative Services was originally created in Act 348 of 1985 when the Department went through reorganization. The Divisions of Management and Finance were merged into one division in 1994 by the DHS Director. The intent of the merger was to reduce administrative costs, align and streamline associated administrative functions and ultimately strengthen internal controls in all aspects of the division. The revised configuration provides program divisions with a central point of contact for administrative, personnel, contract, purchasing, budgeting, funds management, accounts payable and receivable functions. Administrative costs have been reduced as evidenced by the reduction in budgeted personnel from 421 in FY01 to 336 in FY05. The division recently initiated an audit of its functions by forming workgroups that included staff participants from all DHS program divisions to review all aspects of the jobs performed and sought ways to improve the business operations. Almost without exception the workgroup recommendations have been accepted and are being put in place unless further approvals are required. The reviews have required all areas to look at best practices to ensure that daily operations are as effective and efficient as possible and make changes as necessary to achieve success.

The Division has again experienced another small reorganization. All administrative functions of finance, personnel and contracting are assigned to the DHS Chief Fiscal Officer. All information technology functions are assigned to the Chief Information Officer.

The **Office of Finance and Administration** is responsible for operations:

- General Operations manages final Accounts Payable functions and Payroll Activities
- Managerial Accounting is responsible for Banking/Budgeting, Cost Accounting/Research and Statistics, Reporting and Forecasting and Accounts Receivable
- Human Resources manages recruitment, classification and compensation, policy development
- Financial Support is responsible for contract and grant development, purchase of services, purchasing and general services which includes management of state owned or leased property that includes construction, renovation, maintenance and repair.

The **Office of Systems and Technology** is responsible for providing technical services program applications, support services and administrative services related to information / data systems. DHS is faced with meeting the challenges of information technology and e-government and OST is the office that coordinates and helps each division within DHS meet those challenges and successfully accomplish the tasks.



## Agency Commentary

In the spring of 1994 the DHS Director merged the Divisions of Management and Finance Services and created the Division of Administrative Services. It was through this merger that more effective and efficient administrative functions of the department were to operate. The division recently completed an audit of its functions and changed some business practices that will better assist the program divisions in their daily operations. This review has been of benefit to staff in Administrative Services as well as the program division staff as all have a renewed understanding of required functions and those that are optional but provide vital information.

The Division has two specific areas of operation: The **Office of Finance and Administration** and the **Office of Systems and Technology**.

Over the past several years this division has reduced staff and transferred positions to the program divisions so that the direct service needs to the citizens of this state are met. The reductions have put many of the required functions in jeopardy and therefore resulted in requests for the 2005-2007 biennium are being submitted.

The Division's request includes restoration of 61 positions not budgeted in fiscal year 2005. We

request restoration of these positions due to our internal needs but also to assist the program divisions when they have a need for a position. There have been instances when we could provide a position through the Reallocation of Resources provision of our appropriation act which has allowed a program division to provide a direct service in the community and without the transfer, services would be less than optimal or non-existent. However, we need to also be able to provide needed assistance for the functions of this division as well such as accounts payable and banking operations.

CLIP Reclassifications of 5 positions to currently established CLIP Series is also included in this request and is for appropriation only.

A request for an Extraordinary Salary Increase is also included. This request applies to two Assistant Director Positions that are below the line item maximum of other like positions. The duties and responsibilities are commensurate with other assistant director positions we request that the salary levels be commensurate as well. We are requesting salary and associated personal services matching appropriation only.

We are also requesting an additional \$20,000 in Operating expense and \$3,000 in Conference Fees in appropriation only. This appropriation is for operating costs that will allow for the purchase of copy paper, office supplies for routine daily job tasks, vehicle maintenance, and courier service for banking operations. The amount of appropriation requested for conference fees will allow staff to attend conferences and training programs that is offered by some of the federal programs from which we receive funding and provide training related to changes in programs, reporting, etc.

Further, we are requesting an additional \$6,079,728 each year of the biennium for Various Building Construction. This amount is for the Division of Developmental Disabilities Services for \$2,597,589 for various projects at the six (6) Human Development Centers and \$3,512,139 each year for all Regional Juvenile Programs for the Division of Youth Services.

## **Audit Findings**

DIVISION OF LEGISLATIVE AUDIT  
AUDIT OF :  
DEPARTMENT OF HUMAN SERVICES  
FOR THE YEAR ENDED JUNE 30, 2002

Findings	Recommendations
Audit findings are reported under the DHS-Director's Office/Office of Chief Counsel on page 3.	

## **Cash Fund Balance Description as of June 30, 2004**

Fund Account	Balance	Type	Location
1200100	\$0	Checking	Not Established

Statutory/Other Restrictions on use:

Purchase of Service-Immediate care, short-term, or Emergency services to eligible Clients

Statutory Provisions for Fees, Fines, Penalties:

None

Revenue Receipts Cycle:

Utilized on an Emergency basis

Fund Balance Utilization:

None

**Publications**

**A.C.A 25-1-204**

Name	Statutory Authorization	Required for		# Of Copies	Reason (s) for Continued Publication and Distribution
		Governor	General Assembly		
Arkansas Department of Human Services (SFY) Statistical Report	Act 414, Section 24 of 1961	Y	Y	90	Law requires it. Distribution has decreased from around 200 to 68 due to web access. The 2004 report should only have 45 published copies. Outside requestors will be informed to access the web. Data is used for trending analysis, research and/or studies.

## Department Appropriation / Program Summary

Historical Data						Agency Request and Executive Recommendation									
Appropriation / Program		2003-2004		2004-2005		2004-2005		2005-2006				2006-2007			
		Actual	Pos	Budget	Pos	Authorized	Pos	Agency	Pos	Executive	Pos	Agency	Pos	Executive	Pos
1DE	Various Building Constr	1,463,079	0	3,927,122	0	4,813,060	0	10,006,850	0	10,006,850	0	10,006,850	0	10,006,850	0
414	Consolidated Cost	548,866	0	671,500	0	943,000	0	671,500	0	671,500	0	671,500	0	671,500	0
896	Div of Admin Srvs	25,160,109	311	28,199,212	336	32,664,977	398	30,565,484	396	30,493,661	396	31,017,809	396	30,945,700	396
898	Social Srvs Block Grant	465,069	0	684,438	0	888,133	0	684,438	0	684,438	0	684,438	0	684,438	0
C99	Client Specific Emrgcy Srvs–Cash	0	0	120,000	0	120,000	0	120,000	0	120,000	0	120,000	0	120,000	0
NOT REQUESTED FOR THE BIENNIUM															
1XM	Annie Casey Foundation – Cash	60,412	1	0	0	0	0	0	0	0	0	0	0	0	0
Total		27,697,535	312	33,602,272	336	39,429,170	398	42,048,272	396	41,976,449	396	42,500,597	396	42,428,488	396

Funding Sources			%		%			%		%		%		%	
Fund Balance	4000005	4,175,665	12.2	6,566,776	18.1			2,639,654	6.6	2,639,654	6.6	0	0.0	0	0.0
General Revenue	4000010	10,496,176	30.6	10,496,176	29.0			10,721,158	26.6	10,687,267	26.6	10,871,786	26.7	10,837,895	26.7
Federal Revenue	4000020	18,267,262	53.3	18,190,226	50.2			21,163,048	52.5	21,163,048	52.6	24,053,921	59.1	24,053,921	59.2
Cash Fund	4000045	60,412	0.2	120,000	0.3			120,000	0.3	120,000	0.3	120,000	0.3	120,000	0.3
Miscellaneous Revolving	4000350	548,866	1.6	671,500	1.9			671,500	1.7	671,500	1.7	671,500	1.7	671,500	1.7
Miscellaneous Transfers	4000355	637,458	1.9	0	0.0			4,769,607	11.8	4,769,607	11.8	4,769,607	11.7	4,769,607	11.7
Various Program Support	4000730	78,472	0.2	197,248	0.5			201,476	0.5	201,476	0.4	204,306	0.5	204,306	0.4
Total Funds		34,264,311	100.0	36,241,926	100.0			40,286,443	100.0	40,252,552	100.0	40,691,120	100.0	40,657,229	100.0
Excess Appropriation/(Funding)		(6,566,776)		(2,639,654)				1,761,829		1,723,897		1,809,477		1,771,259	
Grand Total		27,697,535		33,602,272			42,048,272		41,976,449		42,500,597		42,428,488		

## **Analysis of Budget Request**

**Appropriation / Program:** 1DE - Various Building Constr

**Funding Sources:** DHR-DHS Renovation Fund

The DHS Renovation appropriation is for the purpose of construction, acquisition, renovation, maintenance, repair and equipping facilities of the Department of Human Services and for paying disallowances cited by the federal government. Facilities are those operated by the Divisions of Developmental Disabilities-Human Development Centers; Behavioral Health-Arkansas State Hospital and Arkansas Health Center; and Youth Services-Youth Services Centers and Wilderness Camps.

Funding for this appropriation is derived from federal reimbursement and General Revenue transferred from these three (3) divisions. Other funds may be utilized as determined to be available and certified by the Director of the Department of Human Services. Arkansas Code Annotated §19-5-1020 was amended by Act 1537 of 1999 to require that transfers into the Renovation Fund must be submitted to and receive approval from the Chief Fiscal Officer of the State, the Governor and the Legislative Council prior to the effective date of the transfer. This appropriation is centralized within the DHS Director's purview in order that the needs of the Department can be prioritized, however, maintained by the Division of Administrative Services. Expenditures for this appropriation are contingent upon available funding provided from within the Department.

The agency Base Level request for this appropriation is \$3,927,122 each year of the biennium.

The agency Change Level request for this appropriation is as follows:

- \$3,512,139 each year of the biennium for the Division of Youth Service unanticipated projects that might occur in the next biennium associated with Regional Juvenile programs.
- \$2,567,589 each year of the biennium for the Division of Developmental Disabilities Services unanticipated projects that might occur in the next biennium associated with the six (6) Human Development Centers.

The Executive Recommendation provides for the Agency Request.

## Appropriation / Program Summary

**Appropriation / Program:** 1DE Various Building Constr  
**Funding Sources:** DHR-DHS Renovation Fund

Historical Data				Agency Request and Executive Recommendation					
Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Construction 5090005	1,463,079	3,927,122	4,813,060	3,927,122	10,006,850	10,006,850	3,927,122	10,006,850	10,006,850
Total	1,463,079	3,927,122	4,813,060	3,927,122	10,006,850	10,006,850	3,927,122	10,006,850	10,006,850
<b>Funding Sources</b>									
Fund Balance 4000005	4,175,665	6,566,776		2,639,654	2,639,654	2,639,654	0	0	0
Federal Revenue 4000020	3,216,732	0		0	2,597,589	2,597,589	2,639,654	5,237,243	5,237,243
Miscellaneous Transfers 4000355	637,458	0		1,287,468	4,769,607	4,769,607	1,287,468	4,769,607	4,769,607
Total Funding	8,029,855	6,566,776		3,927,122	10,006,850	10,006,850	3,927,122	10,006,850	10,006,850
Excess Appropriation/(Funding)	(6,566,776)	(2,639,654)		0	0	0	0	0	0
Grand Total	1,463,079	3,927,122		3,927,122	10,006,850	10,006,850	3,927,122	10,006,850	10,006,850

## Change Level by Appropriation

**Appropriation / Program:** 1DE-Various Building Constr

**Funding Sources:** DHR-DHS Renovation Fund

### Agency Request

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>3,927,122</b>	<b>0</b>	<b>3,927,122</b>	<b>100.0</b>	<b>3,927,122</b>	<b>0</b>	<b>3,927,122</b>	<b>100.0</b>
C01	Existing Program	6,079,728	0	10,006,850	254.8	6,079,728	0	10,006,850	254.8

### Executive Recommendation

Change Level		2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
<b>BL</b>	<b>Base Level</b>	<b>3,927,122</b>	<b>0</b>	<b>3,927,122</b>	<b>100.0</b>	<b>3,927,122</b>	<b>0</b>	<b>3,927,122</b>	<b>100.0</b>
C01	Existing Program	6,079,728	0	10,006,850	254.8	6,079,728	0	10,006,850	254.8



## **Analysis of Budget Request**

**Appropriation / Program:** 414 - Consolidated Cost

**Funding Sources:** MCC-DHS Consolidated Cost Revolving Fund

The Division of Administrative Services is responsible for the centralized purchasing of postage, forms printing, and warehouse storage for the Department. Purchases are made through this appropriation with funding derived from the respective Divisions as they are made.

The agency Base Level and total request for this appropriation is \$671,500 each year of the biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation / Program Summary

**Appropriation / Program:** 414 Consolidated Cost  
**Funding Sources:** MCC-DHS Consolidated Cost Revolving Fund

Historical Data				Agency Request and Executive Recommendation					
Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Operating Expenses 5020002	548,866	671,500	943,000	671,500	671,500	671,500	671,500	671,500	671,500
Travel-Conference Fees 5050009	0	0	0	0	0	0	0	0	0
Professional Fees and Services 5060010	0	0	0	0	0	0	0	0	0
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>548,866</b>	<b>671,500</b>	<b>943,000</b>	<b>671,500</b>	<b>671,500</b>	<b>671,500</b>	<b>671,500</b>	<b>671,500</b>	<b>671,500</b>
<b>Funding Sources</b>									
Miscellaneous Revolving 4000350	548,866	671,500		671,500	671,500	671,500	671,500	671,500	671,500
<b>Total Funding</b>	<b>548,866</b>	<b>671,500</b>		<b>671,500</b>	<b>671,500</b>	<b>671,500</b>	<b>671,500</b>	<b>671,500</b>	<b>671,500</b>
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
<b>Grand Total</b>	<b>548,866</b>	<b>671,500</b>		<b>671,500</b>	<b>671,500</b>	<b>671,500</b>	<b>671,500</b>	<b>671,500</b>	<b>671,500</b>

## **Analysis of Budget Request**

**Appropriation / Program:** 896 - DHS – Admin Paying Account

**Funding Sources:** PWP-Administration Paying

The Division of Administrative Services was created by the combination of the Divisions of Management Services and Finance in the spring of 1994. The DHS Director merged the two Divisions for the purpose of streamlining administrative functions, reducing the administrative costs; aligning associated functions operating independently and strengthening internal controls. This configuration has provided the program divisions a central point of contact regarding administrative issues. The goal of the merger was improved communications, cooperation and coordination between administrative functions, decreased positions in the Division and initial elimination of an entire section by contracting for data/information system needs. The Division of Administrative Services had three (3) distinct areas of designation: Administrative Services, Fiscal Management and Office Systems and Technology. During the current biennium, the Division has again experienced another small reorganization. All administrative functions of finance, personnel and contracting are now assigned to the DHS Chief Fiscal Officer. All information technology functions are assigned to the Chief Information Officer.

The Division of Administrative Services has two (2) distinct areas of designation: Finance and Administration and Office Systems and Technology from which support services are provided to the other DHS Division staff, consumers and providers.

### **Office of Finance and Administration**

Responsibilities include employee recruitment, applicant testing, Classification and Compensation, personnel file maintenance and personnel policy development and interpretation. Staff Development is provided through this office and offers professional and personal growth and development courses available to all employees. Financial Support Services encompasses grant development, purchase of services, maintenance and monitoring of contract and grant obligated funds, management of state owned/leased property, construction and maintenance, payroll, accounts payable, budget/banking, cost accounting/research and statistics, reporting and forecasting and accounts receivable.

### **Office of Systems and Technology**

Technical Services, Program Applications, Support Services and Administrative Services related to Information/Data Systems is provided through staff and a contractual arrangement.

Funding for the Division includes General Revenues (DAS - Department of Human Services Administration Fund Account), Federal and Other Funds. The Federal funds are derived from support services allocated through cost allocation and Social Service Block Grant federal funds. Other funding which is indicated as Various Program Support is derived through cost allocation and can also include sources such as Client Fees and Patient Collections from Food Stamps/AFDC/Child Support and from M & R proceeds.

The agency Base Level request for this appropriation is \$28,803,655 in FY06 and \$29,208,332 in FY07. Base Level for this appropriation includes graduated salary increase of 3% to 1.5% each year over the FY05 salary levels, along with related Personal Services Matching costs for 336 Base Level

positions. This includes a \$600 minimum increase for employees earning \$20,000 or below. Included in Personal Services Matching is a \$40 increase in the monthly contribution for State employee's health insurance for a total state match of \$320 per month.

The agency Change Level request for this appropriation is \$1,761,829 in FY06 and \$1,809,477 in FY07 with no additional General Revenue requested. The following delineates the agency request:

- Restoration of 61 positions that are authorized but not budgeted with salary and matching appropriation to allow for flexibility.
- Restoration of one (1) Pool position with salary and matching appropriation.
- Transfer two (2) positions to Division of Child Care per the Reallocation of Resources approved in the July PEER for FY2005.
- \$20,000 each year of the biennium is requested for the Operating Expenses line item for advertising & clipping services, data processing equipment maintenance, vehicle maintenance, tuition & course material, office supplies, subscriptions & publications, claims & awards and the Brink's financial courier service contract.
- \$3,000 each year of the biennium is requested for the Travel line item for training sessions related to federal funding that the Division receives.
- Career Ladder reclassification of five (5) Accountant positions with salary and matching appropriation.
- Extraordinary Salary increase for two (2) Assistant Director positions in Administrative Services that have commensurate duties and responsibilities as other Assistant Directors in the Division.

The Executive Recommendation provides for Base Level with a reduction of \$33,891 each year of the biennium in the Travel-Conference Fees line item. Additionally, the restoration of the 61 positions and one (1) Pool position is provided with appropriate salary and matching appropriation. Also, the transfer of two (2) positions to Division of Child Care is recommended. General Revenue is provided for in the amount of \$10,687,267 in FY06 and \$10,837,895 in FY07. Position reclassifications recommended by the Office of Personnel Management.

## Appropriation / Program Summary

**Appropriation / Program:** 896 DHS – Admin Paying Account  
**Funding Sources:** PWP-Administration Paying

Historical Data				Agency Request and Executive Recommendation					
Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	9,500,239	10,988,126	13,268,735	11,369,163	12,629,228	12,616,754	11,707,276	13,007,139	12,994,427
<b>#Positions</b>	<b>311</b>	<b>336</b>	<b>398</b>	<b>336</b>	<b>396</b>	<b>396</b>	<b>336</b>	<b>396</b>	<b>396</b>
Extra Help 5010001	24,463	64,480	69,480	64,480	64,480	64,480	64,480	64,480	64,480
<b>#Extra Help</b>	<b>3</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
Personal Services Matching 5010003	2,892,551	3,314,045	3,822,803	3,537,451	4,016,215	4,013,757	3,604,015	4,090,629	4,088,123
Overtime 5010006	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Operating Expenses 5020002	2,430,990	2,725,278	2,800,648	2,725,278	2,745,278	2,725,278	2,725,278	2,745,278	2,725,278
Travel-Conference Fees 5050009	15,662	53,891	53,891	53,891	56,891	20,000	53,891	56,891	20,000
Professional Fees and Services 5060010	9,721,594	9,075,792	10,542,660	9,075,792	9,075,792	9,075,792	9,075,792	9,075,792	9,075,792
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Capital Outlay 5120011	1,783	0	0	0	0	0	0	0	0
Data Processing Services 5900044	572,827	1,967,600	2,096,760	1,967,600	1,967,600	1,967,600	1,967,600	1,967,600	1,967,600
<b>Total</b>	<b>25,160,109</b>	<b>28,199,212</b>	<b>32,664,977</b>	<b>28,803,655</b>	<b>30,565,484</b>	<b>30,493,661</b>	<b>29,208,332</b>	<b>31,017,809</b>	<b>30,945,700</b>
<b>Funding Sources</b>									
General Revenue 4000010	10,496,176	10,496,176		10,721,158	10,721,158	10,687,267	10,871,786	10,871,786	10,837,895
Federal Revenue 4000020	14,585,461	17,505,788		17,881,021	17,881,021	17,881,021	18,132,240	18,132,240	18,132,240
Various Program Support 4000730	78,472	197,248		201,476	201,476	201,476	204,306	204,306	204,306
<b>Total Funding</b>	<b>25,160,109</b>	<b>28,199,212</b>		<b>28,803,655</b>	<b>28,803,655</b>	<b>28,769,764</b>	<b>29,208,332</b>	<b>29,208,332</b>	<b>29,174,441</b>
Excess Appropriation/(Funding)	0	0		0	1,761,829	1,723,897	0	1,809,477	1,771,259
<b>Grand Total</b>	<b>25,160,109</b>	<b>28,199,212</b>		<b>28,803,655</b>	<b>30,565,484</b>	<b>30,493,661</b>	<b>29,208,332</b>	<b>31,017,809</b>	<b>30,945,700</b>

## Change Level by Appropriation

**Appropriation / Program:** 896-DHS – Admin Paying Account

**Funding Sources:** PWP-Administration Paying

### Agency Request

Change Level	2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
<b>BL Base Level</b>	<b>28,803,655</b>	<b>336</b>	<b>28,803,655</b>	<b>100.0</b>	<b>29,208,332</b>	<b>336</b>	<b>29,208,332</b>	<b>100.0</b>
C05 Unfunded Appropriation	1,761,703	61	30,565,358	106.1	1,809,395	61	31,017,727	106.1
C06 Restored Position	50,651	1	30,616,009	106.2	52,054	1	31,069,781	106.3
C07 Agency Transfer	(76,208)	(2)	30,539,801	106.0	(78,260)	(2)	30,991,521	106.1
C09 CLIP Reclass	10,751	0	30,550,552	106.0	11,070	0	31,002,591	106.1
C15 Ex Salary Increase	14,932	0	30,565,484	106.1	15,218	0	31,017,809	106.2

### Executive Recommendation

Change Level	2005-2006	Pos	Cumulative	% of BL	2006-2007	Pos	Cumulative	% of BL
<b>BL Base Level</b>	<b>28,803,655</b>	<b>336</b>	<b>28,803,655</b>	<b>100.0</b>	<b>29,208,332</b>	<b>336</b>	<b>29,208,332</b>	<b>100.0</b>
C05 Unfunded Appropriation	1,738,703	61	30,542,358	106.0	1,786,395	61	30,994,727	106.1
C06 Restored Position	50,651	1	30,593,009	106.2	52,054	1	31,046,781	106.2
C07 Agency Transfer	(76,208)	(2)	30,516,801	105.9	(78,260)	(2)	30,968,521	106.0
C09 CLIP Reclass	10,751	0	30,527,552	105.9	11,070	0	30,979,591	106.0
C10 Reclass	0	0	30,527,552	105.9	0	0	30,979,591	106.0
C15 Ex Salary Increase	0	0	30,527,552	105.9	0	0	30,979,591	106.0
C19 Executive Changes	(33,891)	0	30,493,661	105.8	(33,891)	0	30,945,700	105.9

### Justification

C05	Restoration of Positions. The Division is requesting the restoration of 61 positions that were not budgeted in FY05. Operating Appropriation. This request is to cover the Brinks Courier Service for the next Biennium. Travel. This request will allow for travel to training sessions related to federal funding we receive.
C06	Restoration of POOL position. The Division request restoration of one (1) POOL position.
C07	The Division is requesting to transfer 2 positions to DCC per the Reallocation of Resources approved in the July PEER for FY2005.
C09	The Division request is for Career Ladder reclassification of five (5) Accountants.
C10	Position reclassifications recommended by DFA-Office of Personnel Management.
C15	This appropriation only request is for an Extraordinary Salary increase for two Assistant Director Positions in Administrative Services that have commensurate duties and Responsibilities as others and should have the same salary level. One positions is Responsible for Accounts Payable and the other is responsible for Human Resources.
C19	Conference Fees and Travel line item reduction.

## **Analysis of Budget Request**

**Appropriation / Program:** 898 - DHS – Grants Paying Account

**Funding Sources:** PWE-Grants Paying

The Division of Administrative Services administers the Social Services Block Grant (SSBG). The Office of Community Services, Administration for Children and Families, U. S. Department of Health and Human Services is responsible for the administration of the Grant program at the federal level with grants made directly to the State. Grant amounts are determined by a statutory formula based on individual state population. Funding is provided under the annual Social Security Block Grant (Omnibus Budget Reconciliation Act of 1981, P. L. 97-35). Up to 10 percent of block grant funds are allowed to be transferred to other block grant programs for support of health services, health promotion and disease prevention campaigns, and low-income home energy assistance.

Under the provisions of the Block Grant, each state has the authority to determine the most appropriate social services for the state's citizens. Included are services such as assistance to individuals and families to become more independent relative to financial support and personal care, family maintenance and avoidance of institutional care. These services are rendered through contracts with community programs across the state to provide services to people with developmental disabilities, mental illness, the elderly, and children. The agency has elected to allocate the majority of the SSBG funds to various divisions within the department and other departments in state government - Workforce Education, Rehabilitation Services; Department of Health, Alcohol and Drug Abuse Prevention and Spinal Cord Commission thus eliminating the need for the majority of this appropriation. Each of the DHS divisions and other departments certify the funds in the respective division and budget for utilization of these funds.

The agency Base Level and total request for this appropriation is \$684,438 each year of the biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation / Program Summary

**Appropriation / Program:** 898 DHS – Grants Paying Account  
**Funding Sources:** PWE-Grants Paying

Historical Data				Agency Request and Executive Recommendation					
Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Grants and Aid 5100004	465,069	684,438	888,133	684,438	684,438	684,438	684,438	684,438	684,438
Total	465,069	684,438	888,133	684,438	684,438	684,438	684,438	684,438	684,438
<b>Funding Sources</b>									
Federal Revenue 4000020	465,069	684,438		684,438	684,438	684,438	684,438	684,438	684,438
Total Funding	465,069	684,438		684,438	684,438	684,438	684,438	684,438	684,438
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	465,069	684,438		684,438	684,438	684,438	684,438	684,438	684,438



## **Analysis of Budget Request**

**Appropriation / Program:** C99 - Client Specific Emrgcy Srvs–Cash

**Funding Sources:** 120-Client Specific Emergency Services-Cash

This appropriation is a contingency for immediate, short term and specific client emergencies such as shelter, food or transportation. Federal Social Services Block Grant funds would be utilized should payments be necessary. There were no expenditures made under this appropriation in FY04 and \$120,000 is budgeted in FY05. The Division requests to continue the authorization of \$120,000 each year of the 2005-07 Biennium.

The Executive Recommendation provides for the Agency Request.

## Appropriation / Program Summary

**Appropriation / Program:** C99 Client Specific Emrgcy Srvs-Cash  
**Funding Sources:** 120-Client Specific Emergency Services-Cash

Historical Data				Agency Request and Executive Recommendation					
Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Purchase of Services 5900043	0	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
Total	0	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
<b>Funding Sources</b>									
Cash Fund 4000045	0	120,000		120,000	120,000	120,000	120,000	120,000	120,000
Total Funding	0	120,000		120,000	120,000	120,000	120,000	120,000	120,000
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	0	120,000		120,000	120,000	120,000	120,000	120,000	120,000

## Appropriation / Program Summary

**Appropriation / Program:** 1XM Annie Casey Foundation – Cash  
**Funding Sources:** NHS-Cash in Treasury

Historical Data				Agency Request and Executive Recommendation					
Commitment Item	2003-2004	2004-2005	2004-2005	2005-2006			2006-2007		
	Actual	Budget	Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	45,755	0	0	0	0	0	0	0	0
<b>#Positions</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Personal Services Matching 5010003	8,900	0	0	0	0	0	0	0	0
Operating Expenses 5020002	5,757	0	0	0	0	0	0	0	0
Total	60,412	0	0	0	0	0	0	0	0
<b>Funding Sources</b>									
Cash Fund 4000045	60,412	0		0	0	0	0	0	0
Total Funding	60,412	0		0	0	0	0	0	0
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	60,412	0		0	0	0	0	0	0

This Appropriation is not requested for the new biennium.